Time Approver

In addition to the specific role of Time Approver, other roles that may approve time include HR Master Data Maintainers and Payroll Administrators. Time entered by employees in the Employee Self-Service (ESS) Portal is normally approved by a manager using the Manager Self-Service (MSS) approve time function. The Time Approver acts as a safeguard to approve ESS time in the absence of a manager. When reviewing time it is important that **Time Approvers NEVER reject a time record**. It is better to leave the time record pending and follow up with the employee or manager for clarification.

Time Approver Process

1. **Prior to the Payroll run at the end of period, the Time Approver uses transaction Approve Time (CATS_APPR_LITE) to review/approve time in BEACON SAP.**

2. **Time Approver follows up with manager who failed to approve time.**

Note: The Time Approver is a backup approver. Agency management should be advised if a manager habitually fails to approve their employees' time.

Transactions for Time Approvers:

Transaction Name	Description	Transaction Code
Approve Working Times	Used to review or approve time	CATS_APPR_LITE
Display Working Times	Used to display time	CATS_DA

Tip

To print during Time Approval for use during follow up with manager:

1. Click 🖨
2. Select LOCL to print to your local output device
3. Select number of copies
4. Click ✅

Help for Time Approvers

1. BEACON On line Help at http://help.mybeacon.nc.gov/beaconhelp/TOC5.html
2. BEST Shared Service Center:

   Hours of Operation: 7 a.m. - 7 p.m., Monday - Friday

   Phone, Raleigh Area: 919-707-0707

   Phone, Statewide: 866-NCBEST4U (866-622-3784)

   Fax: 919-855-6861

   E-mail: BEST@ncosc.net

   Postal Mail: 1425 Mail Service Center, Raleigh, NC 27699-1425

   Website: www.ncosc.net/best

BEACON Attendance/Absence (A/A) Types

A/A Types	Description	A/A Types	Description
9000	Approved Leave	9517	On-Call
9200	Sick Leave	9540	Other Management Approved Leave
9300	Holiday Leave	9545	Adverse Weather
9400	Leave Without Pay	9550	Civil Leave – Jury Duty
9500	Time Worked	9560	Community Service Leave
9511	Remote Callback	9565	Community Service Tutoring
9512	Adverse Weather Make-Up	9570	Educational Leave
9514	Work During Emergency Closing	9620	Military Training Leave
9515	Travel Time 1X	9680	Worker's Comp Leave
9516	Callback	9685	Injury Leave

BEACON Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

Time Processing Status

Processing Status	Description	Processing Status	Description
10	In Process	40	Approval Rejected
20	Released for Approval	50	Changed After Approval
30	Approved	60	Cancelled